PDF INFORMATION

PDF DOCUMENTS

The Court's CM/ECF system permits the filing and viewing of documents electronically through the internet. All electronically filed documents must be submitted in PDF format. Acrobat Reader® allows for viewing of documents that have been electronically filed in CM/ECF. Additional software is required to convert documents from their native format to Portable Document Format (PDF) in preparation for electronic filing. There are two sources from which a PDF document can be created:

1.   a document that exists in a word processing format such as Microsoft Word® or Corel WordPerfect®.

OR

2.   the scanned image of a paper document

NOTE: When possible, please use the first method of converting to PDF as it increases the image quality of the document and reduces the size of the resulting PDF file.

CONVERTING TO PDF

To convert a document to PDF directly from a word processing application using the full version of Adobe Acrobat <u>Writer</u>®:

Open the document in the word processing application (Microsoft Word® or Corel WordPerfect®)
Check that the document is accurate and complete
Insert an s/ followed by the attorney's name on the signature line (to replace the attorney's handwritten signature)

Example: <u>s/ John Doe   </u>
John Doe
Doe Law Firm
55 East Main Street
Indianapolis, IN 46000

Click on "File" > "Print"
In the print window, select "Acrobat Distiller" from the drop down list of printers
Make sure "Full Document" is selected under "Print Range"
Click on "Print"
In the save window, browse to find a location for the PDF file, then enter a name for the document and click "Save"

PDF SOFTWARE

The following software can be used to convert documents to PDF. The software listed here represents only a sampling of the various options and price-points that are available. Each type of software comes with different editing functions and capabilities. The U.S. District Court for the Southern District of Indiana cannot recommend a particular brand of software. Before downloading or purchasing PDF software, please determine which package will best meet your needs.

PDF Software	**Purchase from**
CutePDF® (free)	www.cutepdf.com
PDF995® (free)	www.pdf995.com
PDFfactory®	www.fineprint.com
Win2PDF®	www.win2pdf.com
Jaws PDF®	www.jawspdf.com
Active PDF®	www.activepdf.com
Adobe Acrobat Writer®	www.adobe.com

PDF TIPS

If a PDF document exceeds 2MB, it is probably because the document was scanned, which typically creates a much larger file. Please consider the following solutions:

- Do not scan a paper version of the document. Instead, convert to PDF directly from the wordprocessing application which was used to create the document. This method of creating a PDF document will result in a much smaller file and a better quality document image.

- Use a resolution setting between 150dpi and 200dpi (200x200) for scanning documents, which will also reduce the file size of the resulting PDF.

- When scanning documents, set the image type to black and white, text (image only), or line art.

- For large documents, where only the last page has a signature, consider converting the document to PDF through your wordprocessor and only scanning the signature page. Then use Adobe Acrobat Writer® to replace the signature page of the document with the scanned PDF signature page.

- Use Adobe Acrobat Writer® to extract pages from the document to a separate file, or simply rescan the document into two separate pdf files. Then submit the two pdf documents in one filing as parts 1 and 2.

ADDITIONAL PDF TIPS

- Do not use OCR (optical character recognition) or Textbridge when scanning, as these options scan the document for altering or word processing. For filing purposes, you need only an image of the document.

- Use black ink if possible. Blue ink and pencil do not scan well. If necessary, make a copy of the document before scanning it, and darken with the copy machine settings.

- Request depositions on floppy disk and convert them to PDF using a word processor.

- Check the size of a scanned document before attempting to upload it to CM/ECF. The size limit is 2MB per document. To check the file size, locate the file in Windows Explorer, right click on the file and choose Properties.

- Estimated number of pages in a 2MB scanned document
  Plain text, correspondence, pleadings, etc. 50-60 pages
  Tables, charts, extensive graphics 15-20 pages
  Condensed transcripts 10-12 pages